

**Town of Hingham  
Posting of Job Vacancy**

**Title:** Retirement Board Assistant  
**Location:** Accounting Department  
**Status:** Full-time, 35 hour workweek

**Grade:** 7, Non-Union position  
**Salary:** \$32.06 - \$43.28 per hour

**The Hingham Contributory Retirement Board seeks applicants for the position of Retirement Board Assistant.**

**Duties:** The Retirement Board Assistant works under the general direction of, and as authorized by, the Retirement Board, and is directly supervised by the Town Accountant. The employee manages the Town's Retirement Office and provides policy guidance to the Retirement System's five member board to ensure that the provisions of Chapter 32 of the Mass General Laws are enacted properly and that public employee retirement regulations are carried out; provides technical and policy guidance regarding retirement benefits, and programs to the Town's employees. Employee performs responsible work requiring independent judgment and in depth knowledge of federal and state retirement laws, state regulations and applicable Town policy and procedures. Employee develops administrative procedures for the implementation of new or revised laws, regulations and policies.

**Requirements:** Employee in this position must be able to manage an independent municipal department involved with a high volume of transactions with individuals and financial institutions. Employee schedules, meets and maintains both a daily and monthly routine and maintains integrity of records. Employee uses judgment to analyze specific situations and to determine appropriate actions.

Employee has frequent contact with active retirees and current employees. The position has daily contact with the Town Accountant and shares Town Accountant office space. Employee has frequent contact with the Town Treasurer and occasional contact with the Board's legal counsel, the Board members, Public Employee Retirement Administration Commission (PERAC) officials, the Town's health and benefit providers, and the Board's Financial Advisors.

Errors can result in legal repercussions, or monetary loss.

**Education and Experience:** A candidate for this position should have a Bachelor's degree in Finance, Business Administration, Accounting or related field plus three (3) to five (5) years of experience in accounting or finance preferably in the municipal sector retirement field or possess the equivalent in education and/or experience.

Interested candidates should email a letter of interest and resume to the Chair of the Retirement Board, Sue Nickerson at [nickersons@hingham-ma.gov](mailto:nickersons@hingham-ma.gov). **When emailing your letter and resume, please provide it in PDF or MS Word DOCX (not DOC) format.**

**Deadline:** Open until filled

**Date of Posting:** June 25, 2021

*The Town of Hingham is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.*